



DEPARTMENT OF THE ARMY
MEDICAL HOLDING COMPANY
BROOKE ARMY MEDICAL CENTER
FORT SAM HOUSTON, TEXAS 78234-6200

REPLY TO
ATTENTION OF

MCHE-TC-M

18 July 2005

MEMORANDUM FOR All Medical Holding Company Personnel

Subject: Accountability Policy

1. The purpose of this memorandum is to establish company policy regarding accountability procedures for all soldiers assigned and attached to the Medical Holding Company. All soldiers will be accounted for as described in this memorandum. Every soldier is responsible for completing a Personal Data Sheet at the Medical Holding Company Orderly Room (Bldg 3642A); in addition to updating data as changes occur.

2. Special Instructions:

A. Accountability: Formation will be conducted EVERY morning (Monday, Tuesday, Wednesday, Thursday, and Friday) for ALL assigned and attached soldiers at building 3642A (NOTE: If there is inclement weather, formation will be held in the barracks dayroom or designated location). EVERY soldier will be present for daily formation unless prior arrangements have been made with the chain of command and approved by the 1SG and the Commander.

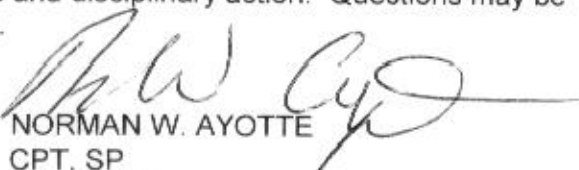
B. Assignment: EVERY soldier will be assigned a duty position/place of duty in accordance with profile limitations. The daily work hours are not earlier than 0830 or later than 1630 hours.

C. Special Reporting Instructions: ALL soldiers in the below status are required to perform the following:

a. Subbed-Out Status: Provide telephonic weekly (EVERY Wednesday) Accountability Report to the Medical Holding Company Orderly Room (210 916-9719/7385) between 0900-1500 hours Central Time. Accountability Report format will be: RANK, COMPLETE NAME, LAST FOUR SSN, COMPLETE TELEPHONE NUMBER, and CASE MANAGER'S NAME.

b. No-Duty Profile Status: Physically report to Medical Holding Company Orderly Room between 0900-1500 hours daily as directed by PSG. Appearance must be in compliance with Army standards.

3. A log will be maintained to track frequency and compliance. Failure to comply with this policy may result in revocation of sub-out status and disciplinary action. Questions may be addressed to the undersigned at 210-916-9719.


NORMAN W. AYOTTE
CPT, SP
Commanding